

Guide for Review of Relocation and Real Property Acquisition Projects			
Name of Program Participant:			
Staff Consulted:			
Project:		Amount and Source of HUD Funds:	
Name(s) of Reviewer(s)		Date	

NOTE: All questions that address requirements contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the participant's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "**finding**."

Instructions: This Exhibit is designed to monitor projects subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and section 104(d) of the Housing and Community Development Act of 1974. One copy of this Exhibit should be completed for each project reviewed. The sample guidance discussed in the introduction to this Chapter is to be followed in answering the questions in this Exhibit.

Questions:

1.

What is the date of submission of the application for Federal financial assistance, or the date of site control, if later?
Describe Basis for Conclusion:

2.

Pursuant to 49 CFR 24.2(a)(15), what is the date of “initiation of negotiations”? [For privately undertaken displacing activities, consult applicable program regulation]]
Describe Basis for Conclusion:

3.

What activities are being monitored:		
a. Acquisition (including Downpayment Assistance)?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
b. Conversion?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
c. Demolition?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
d. Rehabilitation?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Describe Basis for Conclusion:		

4.

Will the activity(ies) trigger:		
a. URA requirements?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No

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b. Section 104(d) requirements?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Describe Basis for Conclusion:		

5.

Does the project file contain a Relocation Plan, if applicable? (May be required under certain HUD program regulations/guidance – e.g., HOPE VI. Please refer to the appropriate regulations for the HUD program being reviewed.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

6.

Does the project file contain an occupant roster, current at the time of the application, including all of the following information? (If no current roster is available, indicate below the reason, the date of the latest roster, or whether something other than a roster was used.)			
a. Resident Name?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
b. Household Size (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
c. Household Income (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
d. Unit Size?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
e. Rent/Utility Cost?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

7.

Does the project file contain an occupant list from at least three months prior to the date of application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

8.

Does a comparison of the occupant lists from the time of application and at least three months prior suggest that displacement may have occurred?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

9.

Does the project file contain an explanation of the reasons any persons vacated between application and initiation of negotiations? (Include the names of persons who moved out without receiving notices or assistance below.)	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Describe Basis for Conclusion:		

10.

Does the project file contain a copy of a Move-In Notice for all new occupants that moved into the project since application?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Describe Basis for Conclusion:		

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11.

If applicable, does the project file contain an occupant list current at the time of the signing of the final grant or loan agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

12.

Does the project file contain a final occupant list and an explanation of any household who moved out that was intended to remain?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

13.

Does the project file contain information (i.e., advisory services log, intake form) about the advisory services that will be/have been offered? [49 CFR 24.29(a); 49 CFR 24.205(c)]	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Describe Basis for Conclusion:		

14.

Were all advisory services offered in compliance with the requirements of 49 CFR 24.205(c)?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
Describe Basis for Conclusion:		

15.

Does the project file contain copies of the following notices:			
a. General Information Notice? [49 CFR 24.203(a)]	<input type="checkbox"/>	<input type="checkbox"/>	
	Yes	No	
b. Notice of Eligibility? [49 CFR 24.203(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
c. Notice of Nondisplacement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
d. 90-day Notice? [49 CFR 24.203(c)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
e. 30-day Notice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
f. Notice of Temporary Relocation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
g. Notice of Interest? [49 CFR 24.102(b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
h. Notice of Intent to Acquire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

16.

Does the project file contain evidence that notices were hand delivered or served registered or certified mail, return receipt requested? [49 CFR 24.5]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

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17.

a. Does the project file contain signed copies of replacement housing payment claim forms?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Were the amounts paid supported by documentation (i.e., rent receipts, lease, utility bills for old, comparable or actual replacement unit)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion: 			

18.

a. Does the project file contain signed copies of moving cost claim forms?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b. Were the amounts paid supported by documentation (i.e., receipts, estimates, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion: 			

19.

Does the project file contain documentation to support that the following types of replacement housing units are decent, safe and sanitary:	
a. Comparable replacement unit(s)? [49 CFR 24.2(a)(6)(i) and 24.2(a)(8)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Actual replacement? [49 CFR 24.401(a)(2) or 24.402(a)(2)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Temporary unit? [See definition of “displaced person” in appropriate program regulation at citation listed in Attachment 1]	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe Basis for Conclusion: 	

20.

Did the program participant correctly calculate replacement housing payments for the project being reviewed? [49 CFR Part 24, subpart E]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

21.

Did the program participant correctly calculate the moving and related expense reimbursements for the project being reviewed? [49 CFR Part 24, subpart D]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

22.

Certification of Legal Residence: [49 CFR 24.208]	
a. Did all persons receiving assistance sign a certification of legal residency? [49 CFR 24.208(a)]	<input type="checkbox"/> <input type="checkbox"/> Yes No
b. Did persons who did not provide a certification of legal residency or who have been determined to be not lawfully present in the United States, and who received assistance, claim an exceptional and extremely unusual hardship exemption? (If so, identify below the documentation supporting hardship claim and indicate below whether payments were made with HUD funds.)	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion:	

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23.

Did the program participant promptly review any appeals filed by aggrieved persons in compliance with the requirements of the URA and 49 CFR Part 24? [49 CFR 24.10(a)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Basis for Conclusion: <div style="height: 80px; border: 1px solid black;"></div>		

24.

Did the program participant comply with the requirement that:		
a. No waiver of relocation assistance be proposed or requested? [49 CFR 24.207(f)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Additional or alternative assistance be provided under the Last Resort housing provisions of the URA when comparable replacement dwellings are not available within the monetary limits for owners or tenants set for in 49 CFR 24.401(b) and 24.402(a)? [Also 49 CFR 24.404(a)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. No part of a relocation payment to a displaced person be withheld to satisfy an obligation to any other creditor? [49 CFR 24.403(a)(6)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. No displaced person be denied eligibility for a replacement housing payment solely because he/she does not meet the occupancy requirements at 49 CFR 24.401(a) and 24.402(a) for a reason beyond his/her control? [Also 49 CFR 24.403(d)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<p>e. Temporary relocation did not extend beyond one year before the person is either returned to his/her previous unit or location or offered permanent relocation assistance? [49 CFR 24.2(a)(9)(ii)(D)]</p>	<div> <input type="checkbox"/> <input type="checkbox"/> </div> <div> Yes No </div>
<p>Describe Basis for Conclusion:</p>	